



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: April 14, 2025

To: Frank A. Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager  
Kyle Vieth, Controller  
Emily Frontera, Purchasing Manager  
Renée Hazen, City Treasurer

Subject: Standard Purchasing Resolution 2: Award to Sole Bidder Meeting Specifications – Printing and Distribution of 2025 and 2026 Summer/Winter Tax Bills

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### History

- The Treasurer's Department is responsible for the printing and mailing of the City of Troy's Summer and Winter Tax bills.
- The current contract expired December 31, 2024.

### Purchasing

On April 3, 2025, a bid opening was conducted as required by the City Charter/Code for the Printing and Distribution of Summer and Winter Tax Bills for two (2) years with an option to renew for three (3) additional years. The bid was posted on Bidnet Direct/MITN website; [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). Two Hundred and thirty (230) vendors were notified via the MITN website. One (1) bid response was received. Below is a detail summary of potential vendors for this bid opportunity:

<b>Companies notified via MITN</b>	230	<b><u>MITN</u></b> provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. <b><u>Active MITN</u></b> members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. <b><u>Active MITN non-paying members</u></b> are responsible to monitor and check the MITN website for opportunities to do business with the City. <b><u>Inactive MITN member</u></b> status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.
Troy Companies notified via MITN	7	
Troy Companies - Active email Notification	6	
Troy Companies - Active Free	1	
<b>Companies that viewed the bid</b>	25	
Troy Companies that viewed the bid	2	

### Financial

Funds are budgeted and available in the operating accounts of the Treasurer's Department.

### Recommendation

City Management recommends awarding a contract to provide Tax Bill Printing for 2-years with the option to renew upon mutual consent at the same prices, terms and conditions for three (3) additional years to sole bidder, *LaserCom, LLC of Troy, MI*; at unit prices contained in the attached bid tabulation opened April 3, 2025, for an estimated annual cost of \$13,840 plus the actual cost of first-class postage; not to exceed budgetary limitations; contracts expiring December 31, 2029.

Vendor Name:	Lasercom LLC
City:	Troy, MI
Check #:	Bid Deposit in Escrow
Check Amount:	

**PROPOSAL: PRINTING SERVICES FOR THE 2025 AND 2026 SUMMER/WINTER TAX BILLS IN ACCORDANCE WITH ALL BID SPECIFICATIONS.**

Item	Description	Quantity Per Billing	Cost Per Billing
<b>PROPOSAL A: LASER PRINTED TAX BILLS FOR EACH SUMMER AND WINTER</b>			
1.	<b>Information Statement</b> (bank-coded) 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	12,000	\$720.00
2.	<b>Tax Statement</b> (non-bank-coded) 8.5" x 11" 70# white offset stock, 2- color process on face, black on back.	25,000	\$1,500.00
3.	<b>Laser Imprint Face of Statement</b>	37,000	Blank
<b>PROPOSAL B: ENVELOPES</b>			
1.	<b>#10 Special Double Window Envelope</b> 24# white wove stock; 2-color printing on front.	37,000	\$1,850.00
2.	<b>#9 Reply Envelope</b> 24# white wove stock; prints black on face and back.	25,000	\$1,000.00
<b>PROPOSAL C: FULFILLMENTS</b>			
1.	<b>Information Statement</b> (bank-coded) Fold form; insert form into window envelope; seal & presort first class permit.	12,000	\$600.00
2.	<b>Tax Statement</b> (non-bank-coded) Fold form; insert form and return envelope into window envelope; seal & presort first class permit.	25,000	\$1,250.00
<b>PROPOSAL D: SET UP &amp; PROGRAMMING CHARGE</b>			
1.	One Time Set-up and Programming Charge		NC
<b>PROPOSAL E: PRESORT &amp; DELIVER TO POST OFFICE (do not include postage)</b>			
1.	Presort	37,000	Included
2.	Delivery to Post Office	37,000	Included
Estimated Total <b>Per Season</b> :			\$6,920.00
Estimated Total <b>(1 Year)</b> :			\$13,840.00
Estimated Total <b>(2 Years)</b> :			\$27,680.00
Estimated Total <b>(3 Year Renewal)</b> :			\$41,520.00
Estimated Contract <b>Grand Total</b> :			<b>\$69,200.00</b>
Completion schedule can be met:		Y or N	Y
Location:			2230 Elliott, Troy
Contract Information Provided:		Y or N	Y
References:		Y or N	Y
Similar Project(s) Listed:		Y or N	Y
Payment Terms:			N 30
Exceptions:		Y or N	None
Acknowledgement:		Y or N	Y
Forms:		Y or N	Y
Cost breakdown provided:		Y or N	Y
Sample documents provided:		Y or N	Y

**ATTEST:**

(\*Bid Opening conducted via a Zoom Meeting)

Renee Hazen  
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Andrew Chambliss  
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Nellie Bert  
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Dina Gates  
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Emily Frontera  
Purchasing Manager